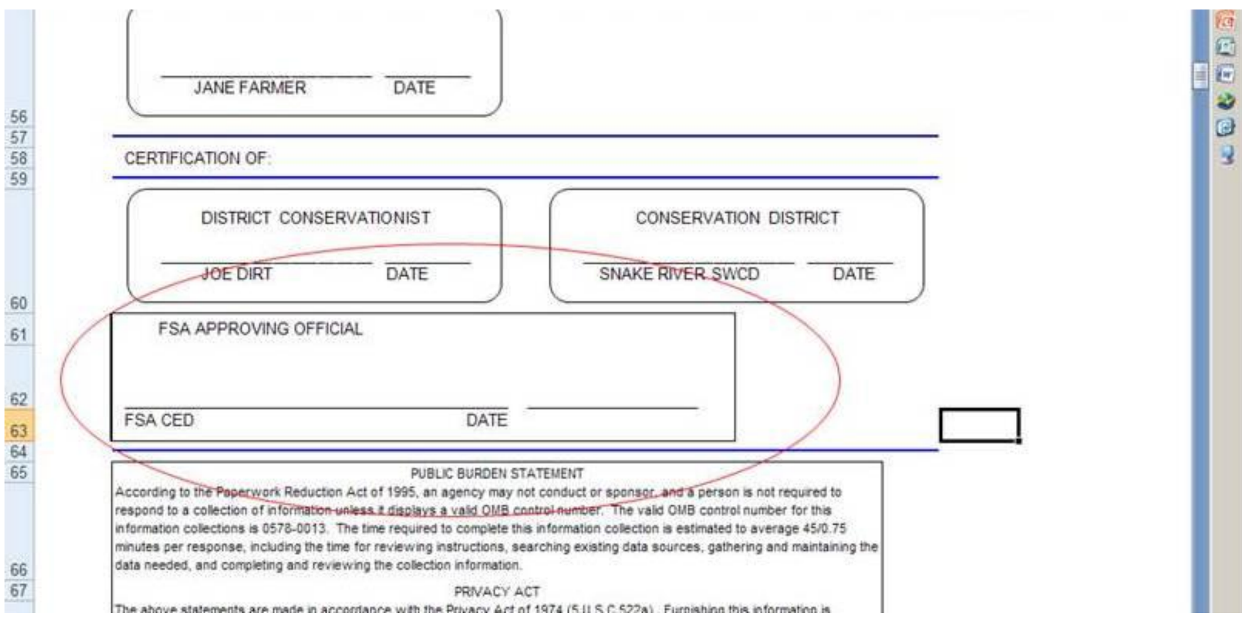
Windows 7/Excel 2010 Add-in Available for Toolkit Plan Report

An Excel Add-in has been programmed for two different macro functions:

1) Add a block of contract information to the top of the plan report developed in Plan Wizard

2) Add FSA approving official signature block to CRP plan reports developed in Plan Wizard



The add-in will <u>only</u> work on the conservation plan format (not the contract). You must first develop the plan report using Plan Wizard. Then you can open the Excel Plan Report and execute the Add-in macros.

If you want to use these macros, you must obtain a copy from Dee Carlson and place in the following folder:

c:\Users\your.name\AppData\Roaming\Microsoft\Addins

Then complete the following steps to activate the Add-In:

1) Open EXCEL. Click on File (upper left).
2) Click on Options at bottom on the left menu, then click on Add Ins.
3) It should show EXCEL ADD INS in the drop-down window at the bottom where it says "Manage:" –if not, select EXCEL ADD INS from the drop-down list. Click on GO. A dialog box will open and there should be an add-in called "Conservation Plan" on the list.
4) Check the box next to "Conservation Plan" and then click OK.

Now you must add the "Conservation Plan" macros to the Quick Access Toolbar:

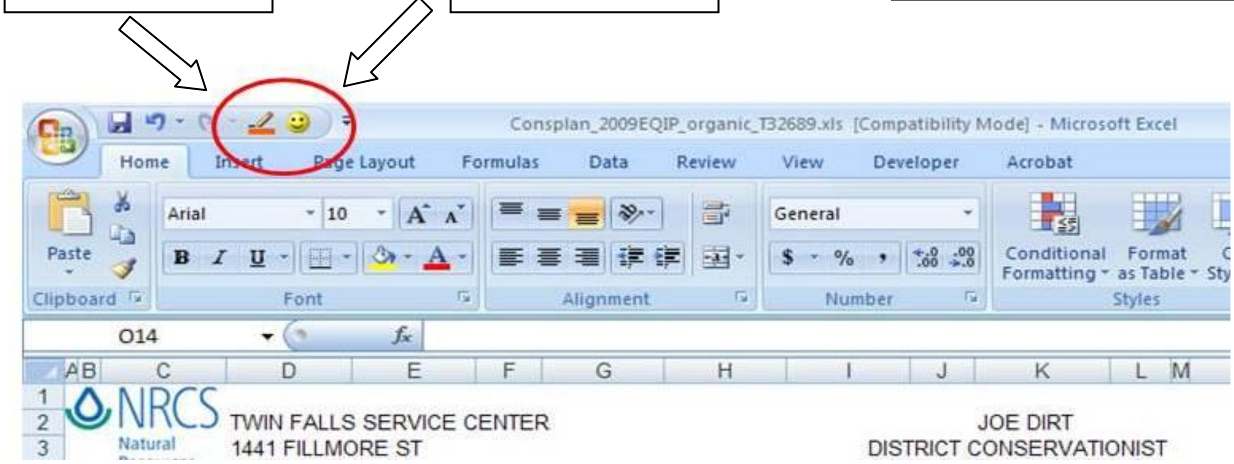
1) Again, click on File, then Options.
2) This time go to Quick Access Toolbar. Where it says "Choose Commands from", select MACROS from drop-down list.
3) There will be a macro called "Add_Contract_Info", and one called "FSA_Signatures".
4) Add those to the right side, one at a time, by highlighting the name and clicking on the ">" button.
5) Then you will modify the macro features by selecting each macro name, click modify, and select the button (icon) of choice. Then click OK.

You will only have to do this once. Then these buttons will be on EXCEL Quick Access Toolbar every time you open it.

"Pen on Paper" icon is CRP Signature Block macro

"Smiley face" icon is Contract Information Block macro

Note: These are just example icons. You can choose any icons that you want.



Open up any Conservation Plan that was done in Plan Wizard, and give the buttons a try. There is no error checking built into the Add-In code, except to make sure a FSA signature block has not already been entered, so make sure you only use it with a conservation plan. If you encounter any run-time errors, please do a print screen of the error message and send to Dee Carlson@id.usda.gov.